

UNCLASSIFIED **CONFIDENTIAL** **SECRET**
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	General Counsel		
2	<i>LRH</i>		
3	<i>WLP</i>		
4			
5			

FROM		INITIALS	DATE
1	Office of Personnel		
2			10/21
3			

- | | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

Remarks: Per our conversation I have revised paragraph I-a and have discussed this with Mr. Reynolds, who agrees. We have handled several cases this way since your original call. I believe this procedure will provide the desired coordination without delay. Please call me if this meets your approval.

SECRET **CONFIDENTIAL** **V.R.T.** **UNCLASSIFIED**

23 September 1955

MEMORANDUM FOR: Chief, Records & Services Division
SUBJECT: Congressional Inquiries Addressed to
Members of the Office of Personnel

It is requested that all correspondence addressed to the Office of Personnel or members of this Office from Congressional sources be referred to the Office of the Director of Personnel for disposition. If the letter is addressed to "Harrison G. Reynolds", it should be forwarded unopened. All other letters should be opened and the appropriate file attached thereto before forwarding to this office for disposition.

Harrison G. Reynolds
Director of Personnel

OD/Pers:SN

Distribution:

- 1 - Mr. Pforzheimer
- 1 - AD/P